



13 January 1969

MEMORANDUM FOR: Executive Director/Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 31 December 1968

1. The workload for December 1968 was 60,800 items, 8% greater than December of last year. For the first six months of FY 69 we are running 6% over the same period in FY 68.

2. As of 31 December 1968 we are five persons short of our authorized strength. During January we expect to lose an additional three to five persons.

3. On 18 December, at our request, the Medical Staff inspected the office. Certain of our work areas receive inadequate fresh air and there is an imbalance in the cooling-heating system which creates warm-cold pockets.

25X1A



Cable Secretary

Cable Secretariat Workload

1. The workload* for the Cable Secretariat for December FY 69 is shown in column seven. In columns two through six is shown the workload for December in each of the immediately preceding five years. The figures in parentheses indicate the percentage of change of the December FY 69 workload compared with the month/year shown. Where the December FY 69 workload is less than a preceding month, a minus sign is used; all other percentages reflect an increase compared with prior months.

1 Category	2 December 64	3 December 65	4 December 66	5 December 67	6 December 68	7 December 69
IN	19,400 (-4)	19,300 (-3)	19,700 (-5)	19,500 (4)	18,000 (4)	18,700
OUT	5,900 (24)	6,900 (6)	7,300 (0)	7,600 (-4)	7,200 (1)	7,300
TOTAL	25,300 (3)	26,200 (-1)	27,000 (-4)	27,100 (-4)	25,200 (3)	26,000
MISC	3,300 (30)	4,400 (-2)	4,600 (-7)	4,900 (-14)	4,400 (-2)	4,300
TOTAL	28,600 (6)	30,600 (-1)	31,600 (-4)	32,000 (-6)	29,600 (2)	30,300
NON-CIA	12,900 (136)	14,900 (105)	20,800 (47)	24,100 (26)	26,700 (14)	30,500
TOTAL	41,500 (46)	45,500 (34)	52,400 (16)	56,100 (8)	56,300 (8)	60,800

2. The workload* for the Cable Secretariat for the first six months of FY 69 is shown in column seven. In columns two through six is shown the workload for the first six months of each of the immediately preceding five years. The figures in parentheses indicate the percentage of change of the workload for the first six months of FY 69 compared with the workload of the same period in the previous FY's. Where the workload for the first six months of FY 69 is less than the period with which it is compared, a minus sign is used; all other percentages reflect an increase in FY 69 data compared with previous periods.

1 Category	2 December 64	3 December 65	4 December 66	5 December 67	6 December 68	7 December 69
IN	118,200 (4)	124,600 (-2)	121,000 (1)	120,800 (2)	119,800 (2)	122,700
OUT	41,100 (21)	42,400 (18)	45,200 (10)	46,800 (7)	47,300 (5)	49,900
TOTAL	159,300 (8)	167,000 (3)	166,200 (4)	167,600 (3)	167,100 (3)	172,600
MISC	22,700 (25)	24,900 (14)	30,700 (-8)	28,500 (-1)	28,600 (-1)	28,300
TOTAL	182,000 (10)	191,900 (5)	196,900 (2)	196,100 (2)	195,700 (3)	200,900
NON-CIA	83,100 (130)	101,400 (88)	123,900 (54)	147,600 (29)	172,500 (11)	191,000
TOTAL	265,100 (48)	293,300 (34)	320,800 (22)	343,700 (14)	368,200 (6)	391,900

*All figures are rounded to nearest hundred and nearest whole percentage.